

INSPECTION REQUEST PROCEDURE

- 1) Request inspection **PRIOR TO 2:00 P.M.** for an inspection the following business day.
*(If a request is made **AFTER 2:00 P.M.** then the inspection will not be performed until **THE DAY AFTER** the following day.)*
- 2) Building (Framing), Mechanical (HVAC) and Electrical inspections will be conducted on business days **between 8:00 am and 11:00 am. Plumbing 8:00 am till Noon.** *(All inspections are assumed ready to go by 8:00 AM -the window of time is for the convenience of the inspector. However it is possible to request a phone call 1/2 hour prior to the inspector's arrival- make sure contact information is correct.)*
- 3) All plans for the project shall be available on the site for the inspector to refer to.
- 4) If you leave an inspection request via voice mail, **DO NOT CONSIDER IT SCHEDULED UNTIL YOU RECEIVE A CALL OR EMAIL CONFIRMATION BACK FROM OUR OFFICE.**

Village Office No. 708-246-3080 Building Dept. X101